



UNITED STATES MARINE CORPS
SCHOOL OF INFANTRY (WEST)
TRAINING COMMAND
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IN REPLY REFER TO:
1306
CO
1 Aug 17

POLICY LETTER 5-17

From: Commanding Officer
To: Distribution List

Subj: SCREENING, NOMINATION AND SELECTION OF COMBAT INSTRUCTORS
FOR DUTY AS COMBAT INSTRUCTOR TRAINERS

Encl: (1) Screening Checklist for Assignment to Combat Instructor
School

1. Purpose. This policy will establish procedures and criteria for the selection of Combat Instructors for assignment to Combat Instructor School (CIS).

2. Background. Instructors at Combat Instructor School have an exceptional amount of influence on the performance and conduct of future leaders at the School of Infantry (West) (SOI(W)). The demonstration of character, leadership, discipline, fitness, and maturity by Combat Instructor Trainers is vital to the continued success of our mission at the School of Infantry. Accordingly, the Combat Instructor Trainers must be of the highest caliber and be capable of positively influencing and mentoring students to achieve the highest level of success for the duration of their Special Duty Assignment tour. The process for identifying potential Combat Instructor Trainers and the criteria for their selection are listed below.

3. Screening Criteria. The development of high quality Marines to serve as Combat Instructors is the ultimate mission of Combat Instructor School. The process for being screened to serve as an Instructor Trainer is competitive and comprehensive. The Regimental S-1 will initiate the process in order to identify those Marines that meet the preliminary criteria set forth for duty at Combat Instructor School. Marines screened for follow on nomination must meet the following requirements:

a. Combat Instructors (MOS 0913) in the grade of Staff Sergeant and Gunnery Sergeant.

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b. Served in a combat instructor (0913) billet for at least twelve months. This requirement is waivable for Combat Instructors serving on their second tour.

c. Possess a minimum of 12 months' time on station remaining. Extensions can be granted on a case by case basis for the most highly qualified that do not possess the remaining time on station. Marines may be required to serve 18 months as a combat instructor trainer regardless of length of tour previously completed.

d. No adverse material, official counseling, or legal matters in current grade or within one year of nomination.

e. 265 or higher PFT and 285 or higher CFT.

f. Within body composition standards.

g. Range Safety Officer qualified.

h. No personal or family hardships.

i. Possess the maturity to instruct Marines of various MOS's.

j. Valid driver's license

k. Full duty medically.

4. Nomination Process. In order for a Marine to serve on the Combat Instructor School staff they must have exemplified positive leadership, strong character, superior physical fitness, technical and tactical competence, a professional appearance, and a superior attitude while performing their duties as a Combat Instructor in a training company.

a. Nominees will be assigned from the list of those Marines screened and found qualified for duty as an Instructor Trainer. The number of nominees from each battalion is based on instructor requirements at Combat Instructor School and will be determined by the Sergeant Major of SOI(W).

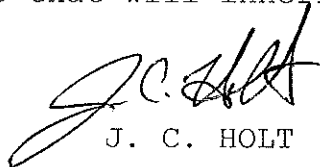
b. Marine Combat Training Battalion (MCT), Infantry Training Battalion (ITB), and Advanced Infantry Training Battalion (AITB) will provide endorsement letters and the screening checklist per enclosure 1 for all Marines nominated.

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c. Training Battalions and the Director of Combat Instructor School may request additional nominees not previously selected for consideration at the discretion of the School Sergeant Major.

5. Selection Criteria. Each nominee will be interviewed by a board comprised of the School Sergeant Major, School Operations Chief, and a Combat Instructor School staff representative. The selection board will be held as required dependent on CIS personnel rotations. Those found most highly qualified will be recommended for duty as a Combat Instructor Trainer. Recommendations will be submitted to the Commanding Officer and Sergeant Major of SOI(W) for final approval and follow on orders to Combat Instructor School.

6. It is incumbent that Commanders support the spirit and intent of this policy and screen, and nominate their most highly qualified Marines for the opportunity to serve as a Combat Instructor Trainer. The success of the School begins greatly with the creation of future generations of Combat Instructors that are prepared to fill the ranks of the training battalions. Your Marines at Combat Instructor School are the key to producing the highest caliber individuals that will inherit those positions.



J. C. HOLT

COMMANDING OFFICER'S SCREENING CHECKLIST FOR ASSIGNMENT TO COMBAT INSTRUCTOR SCHOOL

The demonstration of character, leadership, discipline, fitness, and maturity by Combat Instructor Trainers is vital to the continued success of our mission at the School of Infantry. Accordingly, the Combat Instructor Trainers must be of the highest caliber and be capable of positively influencing, and mentoring students to achieve the highest level of success for the duration of their Special Duty Assignment tour.

Rank:	Name (Last, First, Middle):	EDIPI:	Unit:	MOS:
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Current Billet:	CIS Graduation Date:	Date Reported to BN:	TOS Remaining:
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<u>Pre-Requisite</u>	<u>Remarks</u>	<u>Qual</u>	<u>Not Qual</u>
a. Disciplinary Record	Marine has no adverse material, official counseling, or legal matters in current grade or within one year of nomination.		
b. Physical Fitness	Marine has a current PFT score of 265 or greater, and current CFT score of 285 or greater. Nominees should expect to lead and participate in a rigorous PT and hike program while assigned to CIS.	PFT/Date CFT/Date	PFT/Date CFT/Date
c. Height and Weight Standards	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3A.	HT WT BF%	HT WT BF%
d. Range Safety Officer Qualification	The Marine is required to have a current RSO qualification with Longrifle.	RSO ID# Exp Date	
e. Motor Vehicle License	The Marine must have a valid civilian driver's license and no base driving restrictions.		
f. Medical Certification	The Marine is on full duty with no restrictions. There are no injuries or conditions that will inhibit the nominee from successfully and continuously leading or participating in conditioning hikes, runs, upper body training, obstacle courses, functional fitness, or combat related full-contact training.	MO Signature / Date	MO Signature / Date
g. Personal and Family Hardships	The Marine has no personal, financial, or family hardships that would preclude them from participating in a demanding and time intensive training schedule. Nominee is not currently enrolled in any command-directed Family Advocacy Program.		

SECOND TOUR COMBAT INSTRUCTORS ONLY

Previous CIS Graduation Date:	Units Assigned:	Billets Held:
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Command Certification Block

This Marine DOES / DOES NOT meet all requirements listed in SOI-W Policy Letter X-XX. If the Marine does not meet the requirements, explain below:

Company Commander's Recommendation:

Company First Sergeant - Printed Name	Company First Sergeant - Signature	Date Completed
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Company Commander - Printed Name	Company Commander - Signature	Date Completed
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This Marine has exemplified positive leadership, strong character, superior physical fitness, technical and tactical competence, professional appearance, and a superior attitude while performing their duties as a Combat Instructor. This nominee thoroughly embraces and exemplifies our corps values and leads by example while demonstrating sound integrity and judgment.

Battalion Sergeant Major - Printed Name	Battalion Sergeant Major - Signature	Date Completed
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Battalion Commander - Printed Name	Battalion Commander - Signature	Date Completed
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